

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Minutes of the Quarterly Meeting**  
**December 8, 2005**  
**Department for Libraries and Archives**

The State Archives and Records Commission met at 10:00 a.m., Thursday, December 8, 2005, in the Board Room, Kentucky Department for Libraries and Archives (KDLA), 300 Coffee Tree Road, Frankfort, Kentucky.

Members present: James A. Nelson, Chairman; James F. Kastner, representing Kentucky Historical Society; Sandra L. McAninch, representing the Kentucky Library Association; Terry L. Birdwhistell representing the University of Kentucky; Jennifer Gregory, representing regional colleges and universities.

Representatives present: Sally Hamilton, representing Virginia G. Fox, Secretary, Education Cabinet; Brandon Haynes, representing Joseph E. Lambert, Chief Justice, Supreme Court; Amye Bensenhaver, representing Gregory D. Stumbo, Attorney General; Bryan Lykins, representing Crit Luallen, Auditor of Public Accounts; Glena Mays representing Brad Cowgill, State Budget Director; Charles Robb representing Michael Inman, Commissioner of Technology, Commonwealth Office of Technology; Gerard Donovan, representing Robert Sherman, Director, Legislative Research Commission.

Members not present or represented: Dean Johnson, representing local governments.

Public Records Division staff present: Richard N. Belding, Director, Public Records Division; Jerry Carlton, Manager, Local Records Branch; Glen McAninch, Manager, Technology Analysis and Support Branch; Jim Cundy, Manager, State Records Branch; Mark Myers, Electronic Records Specialist; Tim McIntosh, Records Analyst; Larry Barnett, Records Analyst; Local Records Branch; Pamela Burris, Records Analyst; Thomas Getman, Records Analyst; Cynthia Snapp, Administrative Specialist.

Guests present: Scott Porter, Office of the Attorney General, legal counsel to the department.

Nelson called for introductions by those present.

Mr. Lykins made a motion to accept the minutes of the previous Commission meeting, seconded by Mr. Haynes. The vote by members and representatives present was unanimous.

**NEW OR REVISED RECORDS RETENTION SCHEDULES****Kentucky Housing Corporation**

Jim Cundy was the records analyst working on this new schedule. The series being added is 05452, Loan Files.

The Kentucky Housing Corporation (KHC) was established as a result of the passage of HB 27 during the 1972 General Assembly. KRS Chapter 198A specifies KHC's creation, purpose and powers. Among its powers, the KHC can provide low-cost housing to low- and moderate-income families. It can make insured construction loans to sponsors of land development and residential housing, make insured mortgage loans to sponsors of residential housing, purchase insured mortgage loans made to sponsors and to families of low and moderate income, and lease and sublease residential housing to families of low and moderate income.

Cundy said that this is the first scheduling that has been done for the Housing Corporation. The Housing Corporation provides loans for housing projects for low and middle-income families. This series represents the core of their work and the loans they facilitate. The funding comes from administrative fees and the sale of tax exempt bonds.

Mr. Haynes made a motion to adopt the schedule, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

**Governor's Office for Local Development – INFRASTRUCTURE AUTHORITY**

Thomas Getman was the records analyst working on this newly revised schedule. Revised series are 00947, Transcript of Proceedings for Bond Issues, and 00948, Trust Agreements. New series are Series 05408, Program Funds and Loan Files; 05409, Trustee Bank Statements; and 05441, Bond Issue Working Papers

The Kentucky Infrastructure Authority was created in 1988 by House Bill 217. The Infrastructure Authority manages the financial assistance portion of the projects, nor the construction or operations. Projects are reviewed and prioritized based on degree of need, consistency with area development district water management plans and availability of funds. Part of the mission the Authority is to assist in providing drinking water systems to all Kentuckians by the year 2020.

The Kentucky Infrastructure Authority was created in 1988 by House Bill 217 and assimilated the former Pollution Abatement Authority and Water Resources Finance Authority. These original agencies were created in 1973 in response to the Federal Clean Water Act of 1972 as mechanisms to fund local level public works construction, primarily in the areas of wastewater and drinking water projects. Amendments in 1987 to the Clean Water Act focused federal grant assistance on state level revolving loan funds. In 2000, the Infrastructure Authority was transferred from the Finance and Administration Cabinet to the Governor's Office for Local Development.

Besides direct federal support, bond issues are undertaken with the approval and administrative support of the Office of Financial Management in the Finance and Administration Cabinet. Revenue from the sales of bonds is used to provide loans to local governments and municipalities. The Infrastructure Authority manages the financial assistance portion of the projects, not the construction or operations. Projects are reviewed and prioritized based on degree of need, consistency with area development district water management plans, and availability of funds. Part of the mission of the Authority is to assist in providing drinking water systems to all Kentuckians by the year 2020.

Getman noted that the Infrastructure Authority provides funding primarily in the areas of wastewater and drinking water projects. In addition to direct federal support, bond issues are undertaken with the approval and administrative support of the Office of Financial Management in the Finance and Administration Cabinet. Revenue from the sales of bonds is used to provide loans to local governments and municipalities.

Mr. Haynes made a motion to adopt the schedule, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

### **Jailer**

Larry Barnett was the records analyst working on this addition. Records Series being considered for **changes in retention** are: L2674, Jail Register; Series L2677, Inmate Classification Sheet; Series L2678, Inmate Phone Calls; Series L2700, Menu; Series L2703, Perpetual Inventory; Series L2721, Daily Inspection Sheet; Series L2722, Shift Report (Daily); Series L2723, Deputy's Activity Report (Daily); Series L2729, Headcount Report; Series L2750, Inmate Medical Folder; Series L2751, Inmate Record/Folder. The series being **deleted and included in Series L2654, Visitors Log** are: Series L2655, Daily Visitation Log; Series L2656, Daily Visitation Log-Saturdays/Sundays. Series **deleted and included in Series L2750, Inmate Medical Folder** are: Series L2730, Medical Request; Series L2731, Authorization for Release of Information (Medical); Series L2732, Medication Log Sheet; Series L2743, Verified Petition for Involuntary Hospitalization; Series L2744, Certification of Qualified Mental Health Professional. Series **deleted and included in Series L2751, Inmate Record/Folder** are: Series L2679, Inmate Administrative Segregation Sheet (J POD Review Sheet); Series L2680, Inmate Notes (To Staff); Series L2688, Community Service Center File; Series L2689, Property Box/Laundry Bag Receipt; Series L2690, Coat Receipt; Series L2691, Placement Form, Employment; Series L2692, Home; Series L2693, Community Center Program Evidence Form; Series L2694, Resident's Personal Property Form; Series L2695, Chain of Evidence Form; Series L2696, Furlough Application; Series L2697, Community Center Arrival Slip; Series L2698, Community Discharge Slip; Series L2701, Special Diets; Series L2725, Denial of Admission Form; Series L2726, Alcohol Intoxication Log; Series L2733, Inmate Receipt Form, (Body Receipt); Series L2734, Incident Report; Series L2735, Trusty Contact Visitation Form (Non-Medical); Series L2737, Trusty Application; Series L2738, Inmate Observation Log; Series L2739, Work Release Roster; Series L2740, Work Release-Property Description Form; Series L2741, Extra Good Time Recommendation; Series L2742, Receipt for Law Books; Series L2745, Miranda Rights Waiver; Series L2746, Request for Examination (State Crime Lab); Series L2748, Arrest Card; Series L2749, Health History.

The fiscal court of each county is required to provide for the incarceration of prisoners arrested in the county or sentenced or held by order of the courts in the county. The fiscal court may provide and maintain a jail or contract with another county or a city for the incarceration and care of its prisoners. The original Kentucky Constitution did not refer to the office of jailer, but the 1850 Constitution Section 99 provided for and required each county to elect a jailer. Section 105 permits the legislature to consolidate the offices of sheriff and jailer in any or all counties, provided the office of sheriff is retained and the jailer's duties are assumed by the sheriff. The Kentucky constitutional provisions relating to the office of jailer are unique. No other state constitution refers to jailers and in most states the sheriff or one of his deputies would perform the duties assigned to a Kentucky jailer.

Barnett addressed the retention period of some of the records being consolidated within the Inmate Master File by stating that many of the series retention periods have remained the same or have increased and the focus was consolidation. Barnett stated this is an effort to improve upon the system in place with most facilities now having an electronic medium in place for retention of information.

Mr. Haynes made a motion to adopt the schedule, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

#### **Justice and Public Safety Cabinet – Department of Law – OFFICE OF THE ATTORNEY GENERAL**

Pamela Burris and Cundy were the records analysts working on these schedule revisions and additions. The series being revised is 04272, Hearing Officer File. The series being added are 05435, Final Payment files of Workers' Claims Benefits, and 05449, Distribution of Open Records/Meetings Information File.

The elective office of Attorney General is established by the Constitution of Kentucky. Sections 91 and 93 of the Constitution provide that the duties of the Attorney General, as well as other constitutional officers, shall be prescribed by law. Other sections of the Constitution that pertain to the Attorney General include Section 94 (petition to have Governor declared disabled); Section 87 (service as acting Governor); Section 92 (qualifications); Section 95 (time of election); and Section 96 (compensation).

Burris said that the change to 04272, Hearing Officer File, does not represent a change in retention or disposition. Rather, it represents several minor changes to the series, most significantly a notation regarding restrictions on access, which may be applied by a hearing officer. This series documents the findings of the hearing officer upon determination of the testimony and evidence presented in a case. The file contains correspondence concerning the case against an agency and memoranda to the client agency/employee and licensee, and the recommendation of the hearing officer. A party may appeal the agency's final order to circuit court, within thirty days of the final order. The Hearing Officer may exclude a record from inspection (KRS 61.878) and place it under seal pursuant to KRS 13B.090 (3).

Burris said that 05435, Final Payment Files of Worker's Claims Benefits, documents the proceedings brought by the Division to enforce claims against or on behalf of the Uninsured Employers' Fund, as required in KRS 342.760(5). The Uninsured Employers' Fund is responsible for payment compensation when there has been a default in payment. Established in 1987 this agency is authorized by the Labor Cabinet. This series is to be retained in the agency for two years after closure, transferred to the State Records Center for eight years and destroyed after audit. Access restrictions to these records are pursuant to KRS 61.878(1)(a).

Cundy said that 05449, Distribution of Open Records/Meetings Information File, is created as a result of House Bill 77, enacted by the 2005 General Assembly. The Attorney General's office is required, with the assistance of the Department for Libraries and Archives, to disseminate information to a wide variety of public officials that explains the procedural and substantive provisions of the Open Meetings Act (KRS 61.805-.850) and the Open Records Act (KRS 61.870-.884), as well as requirements of Kentucky's records management laws and regulations. The officials are to disseminate the information further to officials in their jurisdictions. The Attorney General's office is to receive documentation from the appropriate public officials that they have received the materials and that the information has been properly distributed. The Department for Libraries and Archives requires the Attorney General's office to retain the Certificate of Distribution of Written Documentation from the most recently installed or elected official.

Mr. Haynes made a motion to adopt the schedule, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

### **County Clerk – Marriages, Elections**

Jerry Carlton was the regional administrator working on these changes. The series being added are L5837, Marriage License - Clerk's Copy and County Clerk, Elections; L5838, Voter Registration Declination Statement; L5839, Precinct Notification Card (Returned); and L5840, Voter Address Verification Card.

The duties of the county clerk are numerous and varied, falling into the general categories of clerical duties of the fiscal court, issuing and registering, recording and keeping records of various legal instruments, voter registration and purgation, election duties, and tax duties.

Carlton said that when changes to the marriage law came into effect in the 1990s, the requirement for a marriage license application was eliminated. The County Clerk now completes the information on site and gives a copy of the completed marriage license to the parties. The parties must be married within thirty days and the individual performing the ceremony is to certify the copy of the application the County Clerk gave to the parties at the time of completion. The certified copy is to be returned to the County Clerk's office. Series L5837, Marriage License – Clerk's Copy, is the uncertified copy retained at the Clerk's office in instances when the certified copy of the marriage certificate is not returned, and may be used as the legal document after obtaining signed affidavits of the ceremony. The permanent retention insures that the County

insures that the County Clerk's office will retain a copy of the application until a certified copy has been received and will treat the copy retained as the legal document if the certified copy is never received.

Carlton continued with Series L5838, Voter Registration Declination Statement; L5839, Precinct Notification Card (Returned); and L5840, Voter Address Verification Card, all of which are assigned a two year retention period, which would insure retention through an election cycle.

Mr. Haynes made a motion to adopt the schedule, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

### **Commerce Cabinet – OFFICE OF CREATIVE SERVICES**

Cundy was the records analyst working on this revision. The series being revised is 03935, Video Tape Recordings.

The Office of Creative Services was created under the Finance and Administration Cabinet but was recently moved under the Commerce Cabinet. The Office offers state government agencies a wide range of creative and productive services, including audio and video production, graphic design, multimedia event services and photography, all at a lower cost than in the private sector.

Cundy said that the title of the series is to be modified to account for development of digital formats of video recording. There is no change in retention.

Mr. Haynes made a motion to adopt the schedule, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

### **General Schedule for Electronic and Related Records – Internet Services**

Mark Myers was the electronic records archivist working on this change. Series considered for inclusion in the General Schedule for Electronic and Related Records covering website for agencies are E0057, Website Content Records, and E0058, Website Format and Control Records,

The General Schedule for Electronic and Related Records describes those records common to the management and maintenance of an electronic system. It includes records that may be created or captured in a variety of forms and media. Some of the records on the schedule may be automatically generated when a user interacts with the system.

Myers said that E0057, Website Content Records, covers the records that are found on agency websites, while E0058, Website Format and Control Records, describes the records, templates, and/or specialized scripts or codes that are used to create and display a website. In series E0057, the department is asking agencies to analyze and inventory their website and refer to the appropriate retention schedule for those records. If there is no schedule on file for those records they will need to create one. The next series, E0058, are those specialized files, programs and commands, and queries that go into determining appearance of the website. Discussion was held

concerning the consistency of this procedure with what other states are doing. Myers noted at this point that department staff is not recommending to the Commission that it ask an agency to keep the website whole but to determine the records that are on the website and make the determination if there is the record that needs to be retained or if the information is maintained in another location. The Federal government did a survey and determined that this is the risk assessment approach in managing the record from that standpoint. No access restrictions are placed on these records.

Mr. Haynes made a motion to adopt the schedule addition, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

Mr. Belding brought to the attention of the Commission that they have more than one format available for schedule display. The electronic related record was the first effort made to move from a corporate style display to a landscape display. This was initially approved by the Commission with the intention of providing more space for more information, to enable agency personnel to be able to recognize the record they were looking at. There is a descriptive section which corresponds to the body of information collected in the scheduling process. The division anticipates making this transition and having all future schedules displayed so as to have descriptive information readily available when reviewing the record.

### **Finance and Administration Cabinet – DEPARTMENT FOR FACILITIES AND SUPPORT SERVICES – Division of Real Properties**

Tom Getman was the records analyst working on this change. This series 05448 – Real Property and Facilities Management Database represents an addition to the schedule of the Finance and Administration Cabinet, under the section for the Division of Real Properties.

Finance and Administration is one of ten Executive Branch Cabinets in state government. The Department for Facilities and Support Services is one of seven offices and departments under the Cabinet. This department is responsible for the commonwealth's capital construction program; real property acquisition, disposition and leasing services; the daily operation and maintenance of state-owned office properties and surplus property services.

Getman said that the establishment of a comprehensive real property and facilities management database, to include all state facilities and land owned or leased by the executive branch agencies, was assigned to the Department for Facilities and Support Services in June, 2005 by KRS 42.425. The lead agency in the implementation of this database is the Division of Real Properties, which is one of five divisions or offices under the Department. As implementation of the comprehensive database progresses, other agencies under Facilities and Support, such as the Division of Contract Engineering and the Division of Historic Properties, will also become involved. The purpose of the database is to begin a system that may be used for Capital Construction planning and consulted by the Legislative Research Commission. The database is in the early stages of implementation and upon full implementation, will eventually support the requirements of the statute and also assist the projects and bond oversight functions of the Legislative Research Commission related to the

Legislative Research Commission related to the Six Year Capital Plan.

Belding noted this would be a valuable tool to know the full extent of the property owned or leased by the State, by having a readily accessible database available when an agency comes forward requesting a building or space.

Mr. Haynes made a motion to adopt the schedule, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

### **Office of the Governor**

Mark Myers was the electronics records archivist working on this addition. The series being added is 05444, Governor's Website.

The Governor is vested with the supreme executive power of the Commonwealth with the duty to take care that the laws be faithfully executed. The Governor's Office includes the Chief of Staff, administrative assistants, General Counsel, Press Secretary, legislative and public liaisons, and support staff. Its principal responsibilities are policy development and leadership including ombudsman activities and ceremonial functions, and policy formulation. The Governor, as chief administrator, ensures that state government provides needed services to the state's citizens at minimum cost to the taxpayers.

Myers noted that this series documents the activities of the Governor's Office and provides a public face for the Governor on the World Wide Web. Some copies of these records series may be found elsewhere in Governor's Office schedule or in the schedule of other agencies and may come to the archives in those formats. This series also includes the web pages of the Executive Cabinet, the Lieutenant Governor, and the First Lady, and also features information about the Governor's Mansion. The disposition allows for historical snapshots of the Governor's website and other website extensions, such as Executive Cabinet, the First Lady's website, the Governor's Mansion and others. Staff at the Governor's office has expressed interest in having this information included on their schedule and working with the department to ensure proper transfer and maintenance of the website.

Mr. Haynes made a motion to adopt the schedule, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

### **Local Government General Records Retention Schedule – Executive Authority, Public Works**

Barnett and Carlton were the records analysts working on these additions. The series being considered for addition to the schedule are L5835, Encroachment Permit File, and L5836, Open Records Act and Open Meeting Act Information File.

The Local Government General Records Retention Schedule includes those records series that may be created or received by all local agencies in the state. It also includes those agencies that may be a part of county government, city government, or special districts. Barnett said that L5835,

L5835, Encroachment Permit File, is an application for permission for anyone to perform any work along a highway or the closing of a road. The permit application is completed and sent to the Kentucky Transportation Cabinet, Department of Highways Permit Branch, for approval.

Carlton said that L5836, Open Records Act and Open Meeting Act Information File, is used to document the terms of House Bill 77 which became law in July 2005. Under the bill, the Office of the Attorney General is directed to prepare and distribute to county judge/executives, mayors, and school superintendents written information that explains the procedural and substantive provisions of the Open Meetings Act (KRS 61.805 – 850) and the Open Records Act (KRS 61.870 – 884), together with information prepared by the Kentucky Department of Libraries and Archives that explains the proper retention and management of public records. These are records maintained on a local level by those officials who receive the information. The file contains: 1) Certificate of Receipt; 2) Copy of the Certificate of Distribution; 3) Office of the Attorney General Information; and 4) Kentucky Department of Libraries and Archives Information.

Mr. Haynes made a motion to adopt the additions, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

#### **Public School District Retention Schedule – Student Records**

Jerry Carlton was the regional administrator working on this addition. The series being added is L5841, Parent Notification of Pupil Visit to School Nurse.

The Public School District Records Retention Schedule applies to all records series created and received by K through 12 and the central office. This includes 176 public school districts and 1,249 public schools throughout the Commonwealth of Kentucky.

Carlton noted that this record series is used to document that a student has visited a school nurse. The parent or guardian is notified by use of this form. He said that this was not to be used for medical diagnosis when questions arose regarding HIPPA privacy laws. This record series is only used as a reference in case there is some question that arises. The retention period for this record is one year.

Mr. Haynes made a motion to adopt the schedule addition, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

#### **General Schedule for State Agencies – Personnel and Payroll Records**

Jim Cundy was the records analyst working on this change. The series being added to the schedule is P0041, Grievance File.

The General Schedule for State Agencies is a schedule to identify, simplify and standardize the retention requirements of the records common throughout state government.

Cundy said that the series documents grievance investigations and/or resolutions as pursued by employees of state government under the terms of 101 KAR 1:375. An employee grievance concerns some aspect of the employee's conditions of employment over which the cabinet or agency has control. Mr. Cundy noted that grievance records are not maintained as part of a personnel file and are separate files, therefore creating the need for this addition to the schedule. The retention period is five years after termination of employment with state government, which corresponds to the retention of a department-level personnel folder (Series P0001).

Mr. Haynes made a motion to adopt the schedule addition, seconded by Mrs. McAninch. The vote by the members and representatives present was unanimous.

### **Department of State Police – Records Section**

Pam Burris was the records analyst working on this change. The series being considered for addition to the schedule are series 05443, Evidence/Recovered Property Form (KSP-41); series 05447, Kentucky State Police Identification and Storage of Recorded MVR (Motor Vehicle Recording) Tapes Form (KSP-46) and Tapes; and series 05451, Sex Offender Files.

The Department of State Police was formed on July 1, 1948, when legislation was signed giving its officers full police powers, both traffic and criminal. All offices, facilities, equipment, duties, powers and funds of the State Highway Patrol were transferred to the Department. In 1956, the Department was abolished and it became the Division of Kentucky State Police in the Department of Public Safety. From 1973 to 2004, it was part of the Justice Cabinet. In 2004, the Department became part of the Justice and Public Safety Cabinet, by order of the Governor. Its duties and powers are contained in KRS Chapter 16. KRS 16.060 details the duties and powers of the Commissioner and officers of the Kentucky State Police. It is the duty of the Commissioner and each officer of the Department to detect and prevent crime, apprehend criminals, maintain law and order throughout the state, collect, classify and maintain information useful for the detection of crime and the identification, apprehension and conviction of criminals, and enforce the criminal as well as the motor vehicle and traffic laws of the Commonwealth. The KSP must also provide security of state facilities located in Frankfort, highway enforcement, and water safety enforcement, as provided in KRS Chapter 235.

Burris noted that series 05443, Evidence/Recovered Property Form documents evidence discovered in the course of a criminal investigation and any recovered property that is associated with the investigation. This form may be used by all Kentucky law enforcement agencies, including but not limited to the Kentucky State Police, county, city, and other local police departments. The retention period for this series is fourteen (14) months if there is no appeal of any criminal or traffic case or after a decision not to prosecute a case after an arrest has been made or citation issued, or twenty-six (26) months after all appeals have been exhausted.

Cundy informed Commission members that Series 05443 and Series 05447 are being scheduled as a direct result of an open records follow up inquiry involving the Kentucky State Police. These records were not on the appropriate records retention schedule at the time they were requested. The parties involved will be notified of the schedule change.

Burris said that 05447, Kentucky State Police Identification and Storage of recorded MVR Tapes Form and Recordings, documents the usage of recorded MVR (Motor Vehicle Recording) Tapes used by law enforcement agencies to record traffic stops, pursuits, and field sobriety tests at the scene of an arrest for violation of KRS 189A.010 or at a police station, jail, or other suitable facility meeting the requirements of KRS 189A.100(2) (a), (b), (c) and (d). This series includes the forms and the tapes. The retention period for this series is fourteen (14) months if there is no appeal of any criminal or traffic case or if the videotape did not record the actual happening of an accident involving a motor vehicle, or fourteen (14) months after a decision not to prosecute a case after an arrest has been made or citation issued, or twenty-six (26) months if there is no appeal of any criminal or traffic case if there is a recording of an accident involving a motor vehicle, and/or after all appeals have been exhausted.

Mr. Haynes made a motion to adopt the schedule, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

The next item was **Other Business**.

Chair Nelson shared with Commission members the press coverage of the request for facility expansion. Senator Julian Carroll and Representative Derrick Graham are expected to visit the facility this afternoon. Belding distributed several articles that have been produced supporting the need for the facility expansion and the momentum of support for the request for funding. Belding noted that the Capitol Planning Advisory Board (CPAB) has the responsibility for reviewing Executive Branch and University requests for capital expenditures for construction and technology. These requests were submitted and Education Cabinet Secretary Fox appeared before the CPAB, presenting the Cabinet's requests and responding to questions. There were favorable comments, particularly from the Judicial Branch members of the CPAB, on KDLA's request for a facility addition. The CPAB has a responsibility to create a report by 1 November of the year prior to the legislative session in which their recommendations to the Governor have been made. The department was very pleased to learn that this project is on the list of those that have been recommended. In recent years, the Advisory Board has typically only recommended projects up to the level of funding they feel the state would be able to incur in the upcoming biennium. There were over \$1 billion in requests just from the Council of Postsecondary Education and the Universities.

Belding noted the 28 November meeting of the Advisory Committee on University Records to the Archives and Records Commission. He said that the committee was an effort to create a more systematic and logical approach to University records management. In the 1970s and 1980s, the Commission had approved partial schedules for several campuses and a complete schedule for the University of Kentucky. The division is now moving in the direction of refining the University Model Schedule to provide a more effective schedule that could be used by all public universities. In the early 1990's the Commission created an advisory committee on university records to the Commission initially comprised of university record officers and people with direct records management responsibilities on campus. The original model schedule, the work of that body, was approved in the 90's and improved the environment for university record management. The committee acknowledged at the time that the creation of the model schedule was only the

was only the beginning and that there would be other areas to address in order to develop a schedule useful to the various universities. The Commission has reconstituted the Advisory Committee on University Records, with representation from all the university campuses and from KCTCS, on behalf of the institutions of that system. The committee looks forward to meeting on a regular basis and will report back to the Commission.

Cundy advised Commission members that the Advisory Committee on University Records met on the 28 November 2005 and that the first order of business was to review the general state of the records management programs at each university. While each program may be different, it was obvious that each university was making an effort in records management. The main order of business was revision of the General Schedule and the expansion and streamlining of the schedule. The committee divided university operations into different functions and assigned these functions to individual committee members, who will review their units and the current schedule and will report back to the committee. The committee will meet quarterly in conjunction with the State Archives and Records Commission meeting. Another topic covered was training for records officers and university staff and with the addition of staff to State Records. State Records Branch staff hopes to be in the field with a training module and training university personnel. Another issue the committee addressed was electronic records on university campuses, primarily electronic publications. The committee has not set a date for completion of the General Schedule.

Nelson passed out a list of the pre-filed bills for the upcoming legislative process for the 2006 session. Typically, the division tracks bills that will have an impact on records management, records access and privacy and electronic technology. The division will report at the next meeting any bills of interest.

Nelson stated at the last meeting there was a motion directing the Commission to draft a Resolution of Appreciation for Dr. Clark, and he shared a copy of that with Commission members. Mr. Belding also noted that in connection with the Resolution and as a follow up action to it, there are plans to place a photographic portrait and accompanying text honoring Dr. Clark in the Board Room of the KDLA building.

There being no further business, Nelson adjourned the meeting at 11:35.